

**Town of Norman Wells  
Agenda  
Regular Council Meeting #19-06  
Tuesday, March 19, 2019 – 7:00 pm  
Council Chambers**

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<b>Present:</b>	Frank Pope Alexis Peachey Trevor Smith David Wever Jim Boyle	Mayor Deputy Mayor Councillor Councillor Councillor
<b>Regrets:</b>	Jean-Paul Bernard Pascal Audet	Councillor (out of town on vacation) Councillor (out of town working)
<b>Staff:</b>	Cathy Clarke Johannie Lapierre Justin DaSilva Misty Rayner	Senior Administrative Officer Town Information Officer / Development Officer Recreation Manager Finance Manager

**Guests:**

- 1. Call to Order – 6:56PM**
- 2. Declaration of Conflict of Interest**  
None
- 3. Review and Adoption of Agenda**

**‘Be it resolved that the Agenda for the Regular Council Meeting, dated March 19<sup>th</sup>, 2019, is hereby adopted.**

<b>Motion:</b>	<b>No. 19-06-01</b>	
<b>Moved by:</b>	<b>Deputy Mayor Peachey</b>	
<b>Seconded by:</b>	<b>Councillor Wever</b>	<b>Motion Carried</b>

- 4. Delegations**  
a) None
- 5. Minutes**  
a) March 5, 2019 Regular Meeting

**‘Be it resolved that the Minutes for the Regular meeting of Council, dated March 5<sup>th</sup>, 2019, are hereby adopted**

<b>Motion:</b>	<b>No. 19-06-02</b>	
<b>Moved by:</b>	<b>Councillor Wever</b>	
<b>Seconded by:</b>	<b>Deputy Mayor Peachey</b>	<b>Motion Carried</b>

- 6. Old Business**  
a) None

- 7. New Business**  
a) Reserve Fund Review: Quarry Fund. Discussion/Resolution  
Administration clarified that at this time Reserve Accounts/By-Laws are not currently being funded. Administration will put forward to Council a resolution in a future meeting to move a portion of the funds received from the Land Swap into the Quarry Reserve to enable Administration to RFP the stockpiling of new material. Council wishes to have the Committees of Council also give input into reserve needs before final information on reserve needs are submitted back to Council. Further, Council had requested from Administration a list delineating what reserves are required. Council had requested a history on the money movement within the fund; the Finance Manager had stated that in the 2016 year, funds were taken from the General Reserve account to assist Operations with cash flow issues stemming from the major infrastructure projects of the time, but noted that Administration is now at the back end of those projects, and receivable funds from claim reimbursement give us the position to replenish the money taken in the very near future. Administration will create a briefing note to include the reasons the Reserves were collapsed as

well as the appropriate procedures to follow.

b) Spring Fling

Discussion/Resolution

**'Be it resolved that the afternoon of Friday April 12, 2019 will be a Civic Holiday for the Spring Fling 2019 events.'**

**Motion: No. 19-06-04**  
**Moved by: Councillor Boyle**  
**Seconded by: Councillor Smith**

**Motion Carried**

Dates are confirmed for Spring Fling, being April 12th, 13th, and 14th. Council has requested that if we are to declare a holiday, events should be scheduled for adults and elders as well as children for that afternoon.

c) Capital Plan

Discussion/Resolution

**'Be it resolved that the five years Capital Plan 2019-2024 as submitted is hereby adopted.'**

**Motion: No. 19-06-05**  
**Moved by: Deputy Mayor Peachey**  
**Seconded by: Councillor Wever**

**Motion Carried**

Council asked for clarification on the project titled Computer Upgrades; !City needs upgrades on servers. Administration has requested a three year replacement plan from our IT Contractor. The Capital plan can be reviewed and revised/amended throughout the year.

d) Board of Revision Appointment

Discussion/Resolution

**'Be it resolved that Councillor David Wever, Councillor Jean-Paul Bernard, Dee Opperman, Robert Closs and Carol Lorentz are hereby appointed to sit on the 2019 Board of Revision.'**

**Motion: No. 19-06-06**  
**Moved by: Councillor Smith**  
**Seconded by: Deputy Mayor Peachey**

**Motion Carried**

Administration had clarified that the Board of Revision is appointed to review appeals of property assessment levies.

e) Letter of Support for Advanced Adventure Medic,  
Search & Rescue Wilderness Guide

Discussion/Resolution

Administration clarified that the request to write the letter comes to assist their funding application for the training. Council has endorsed the writing of the letter of support.

## 8. Committee Reports

Councilor Wever updated Council regarding TPLU Committee meeting of March 18th, 2019. An applicant has submitted a proposal to purchase country/residential parcel of land, to be used as storage/garage to house equipment for a landscaping/agricultural business. No work will be completed at the proposed location, but will take place at client properties. TPLU Committee discussed the Mackenzie house, and the wish to send a letter to see if we can get the Owners to clean up their property as there is a danger with it being so close to the school in its current state. The Property Standards By-Law can be utilized as enforcement if the friendly letter approach does not work.

**9. Departmental Reports ( 2<sup>nd</sup> Meeting of each month)**

- a) Town Manager- Fire Chief I Bylaw Officer Position is already there but vacant. Administration has requested the assistance of Council on the hiring committee for this position, as well as the position soon to be posted for Municipal Services Manager. Council expressed their agreement to participate on the hiring committee for these positions. Council further wishes to ensure experience in medical emergency is included in the Fire Chief Job Ad. Administration has been working on the audit, and wishes to assist Council in their understanding of topics brought forward with briefing notes, and prompters. Strategic Planning is very important for the organization and the date was set as May 11-12, 2019.
- b) Finance -Transition of new Accounting Software as well as the finalization of Audit.
- c) Fire Department - None
- d) Lands - February Report - taxes, board of revision. Council has requested that administration ensure the accurate levies are being applied within Grant In-Lieu applications.
- e) Public Works- February report consisted of maintenance on Town owned Facilities and Town Fleet. The quarry will be locked in the evenings going forward. Administration clarified that the maintenance on vehicles was standard maintenance, nothing too mechanically involved as all vehicles are in very good condition. Council requested an increase in clearing operations to remove a lot of the slush before temperatures decrease again.
- f) Recreation- February report- Spending grant money to complete reporting before March 31, all online courses for staff are at completion. 85 players at IORL Sponsored Sahtu cup (double from last year), LED lights at the arena completed. Arena is closed until further notice. 1 month earlier than last year Council requested clarification on the ownership and responsibilities of the Town at the Youth Centre. Administration clarified that the Land Corp owns the building and land, the Town leases it for a period of ten years at a time, and is responsible for the maintenance of the facility as well as the property taxes.
- g) Utilities- February report- Utilities staff is on speed dial if needed. Staffs have received a couple alarms because of warm weather but nothing serious. Recruitment is in the process for an additional Utilities Operator.

**10. Council Forum**

Councillor Boyle: Nothing to Report.

Councillor Wever: Received a complaint regarding vehicles cutting through a trail onto Canol Drive from Falcon Avenue and wonders if boulders or a sign can be placed as a deterrent. Councilor Boyle added that brushing can be done to make signs visible at a few places.

Councillor Wever: Facilities orientation/tour for Council members in order to get better knowledge. Council supports this idea.

Councillor Peachey: Nothing to Report

Councillor Smith: will be absent next week, therefore unable to attend both meetings scheduled.

Mayor: Received a request of resident as to the size of water tank in houses, response to follow. Self-government meeting on April 9, request from GNWT Self Government Negotiators to brief Council on status of negotiations. Meeting with health board at noon next Tuesday, please come prepared. The Premier is coming to town; I will be away but informed them that Council would be willing to meet with them. The Mayor has requested for Council to hold a special meeting to discuss the Audit due to the size of the discussion topic, and to come prepared.

**11. Correspondence**

- a) University of Calgary – 2019 Vet Clinic

**Received as information**

**12. In Camera**

None

**13. Adjournment**

**'Be it resolved that we hereby adjourn, the time being 7:54PM**

**Motion: No. 19-06-07**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Wever**

**Motion Carried**

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Frank Pope  
Mayor

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Cathy Clarke  
Senior Administrative Officer